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ABSTRACT

This paper describes an internship program in Dade County, Florida, designed to educate future taxpayers and voters about the rights and responsibilities of citizenship; to stimulate an interest in the inner workings of local government; and to permit a close inspection and direct participation in government's day to day service operations. The program is available as an elective to 11th and 12th grade students in public, private, and parochial high schools. The internships offer experience in many offices, agencies, and departments of county service; assignments may involve fieldwork or library research. Students are required to serve a minimum of five hours a week for nine weeks. The program also includes an overview tour designed for groups of students who want an indepth examination of several functions and service operations of the county. A detailed description of this program is given. Twenty-seven internships are described in detail, including the objectives for study, the physical requirements, skills and talents required, and the working hours. Problems with the program are handled by a committee comprised of and directed by high school students. The committee's constitution is included in this document. Also included are teaching aids and examples of student application forms and parent release forms. (Author/JK)

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METROPOLITAN DADE COUNTY

YOUTH FOCUS ON GOVERNMENT

INTERNSHIP AND OVERVIEW STUDY

Youth Focus on Government Internship Program 1977-78.

Prepared by the Office of the County Manager, Metropolitan Dade County, Florida, with the cooperation of the Dade County public schools' social studies office, the Youth Focus on Government Committee and the Dade County League of Women Voters.

SP 010 766

METROPOLITAN DADE COUNTY, FLORIDA
BOARD OF COMMISSIONERS

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Ruth Shack
County Commission Liaison to Youth

TABLE OF CONTENTS

STATEMENT OF PURPOSE/ METRO BACKGROUND	1
PROGRAM DESIGN	2
OVERVIEW DESIGN	3
STUDENT BENEFITS/ RESPONSIBILITIES	4
YOUTH FOCUS STUDENT COMMITTEE	4
OTHER TEACHING AIDS	5
DESCRIPTION OF INTERNSHIPS	8
DESCRIPTION OF OVERVIEW AGENCIES	36
STUDENT COMMITTEE BY-LAWS	42
MASTER APPLICATION FORM	44
PARENT/GUARDIAN RELEASE FORM	46

STATEMENT OF PURPOSE

The Dade County Youth Focus on Government with INTERNSHIPS and an OVERVIEW STUDY is a continuing program developed by the Office of the County Manager, Metropolitan Dade County, in cooperation with the public schools' social studies office, Close Up, Inc., and the Dade County League of Women Voters.

The purpose of the offerings is to awaken Dade County's future taxpayers and voters to the rights and responsibilities of citizenship, to stimulate an interest in the inner workings of local government and permit a close inspection and direct participation in government's day-to-day service operations, while at the same time benefiting government with the youthful talents and impressions.

The Youth Focus on Government INTERNSHIPS and OVERVIEW STUDY has evolved from a local follow-up program, arranged in April, 1975, for students returning from the annual Close Up trip to Washington, D.C., and for all interested social studies students. On a teachers' workday, 151 students spent an entire day with their elected and appointed county officials listening, discussing, and inquiring into all aspects of local operation and its relationships with municipalities, the state and federal branches. Students requested that a continuing study program be established, and those exploring careers in public administration, law, and politics asked for opportunities to serve in some manner with county staffs.

Youth Focus, which has been sanctioned by the Board of Dade County Commissioners, is now in its third year of responding to those requests. It emulates the school system's Court Observer Program and existing county government interships and independent study projects reserved for college students, recognizing the passage of legislation to lower the voting age to 18 and the need this creates to open realistic learning experiences to minors who are emerging as knowledgeable, effective citizens. It reflects the advice to public and private social studies teachers and students, including members of the Youth Focus on Government Student Committee, who assist in planning and in monitoring.

METRO

Metro provides an excellent laboratory for the study of local government. Our county government numbers among the 20 largest in budget and services in the nation. Ours is the first metropolitan area in the country to establish a two-tier government based on a reorganization of the traditionally limited county structure. This metropolitan general purpose government delivers to the taxpaying public the full range of areawide public functions as well as municipal services to the more than 650,000 residents of the unincorporated area.

Students may study Metro's capacity to execute the broad based regional plans, policies and programs that tackle areawide problems such as air and water pollution, transportation, urban renewal and housing, health care and hospitals, the criminal justice system, and others.

Students may also examine Metro's methods for providing basic municipal services to the unincorporated area which is inhabited by 43 percent of the county's population, making it equivalent to Florida's largest city.

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Metro is a Home Rule form of government, established by the Charter approved by the electorate in 1957. Metro operated with Council/Manager plan.

Because of the limited use of the two-tier government concept in America, little is available on the subject in high school government textbooks. Consequently, many young people who will continue to live, earn salaries and pay taxes in Dade County are largely unaware of what their government is and does.

This program affords Metro a valuable opportunity to inform and educate students about its concepts, while being receptive to the ideas of tomorrow's leaders.

PROGRAM DESIGN

The Youth focus on Government INTERNSHIP program will be offered as a course of instruction in social studies for the period beginning September, 1977, through June, 1978. It will be available on an elective basis to 11th and 12th grade students in public, private and parochial schools who have previously participated in and successfully completed some coursework in political studies. The application form requests the students to submit an essay expressing what abilities, motivations, and interests he/she has and why he/she feels qualified for the placement of his/her choice.

Because several students may apply for the same internship position, these essays will aid the sponsors in making final decisions. Students should list their second and third choices so as to be more assured of an internship assignment.

As previously indicated, the purposes of this course study are to provide experiences that combine learning with participation in a Government Laboratory. Each internship, described on the following pages, notes the objectives of the positive and what is expected of the student.

The internships offer experience in many different offices, agencies and departments of county service. Work locations are available throughout the county, permitting students to choose assignments close to home. Certain assignments may involve field work or library-type research. In most cases, the workdays and work hours are flexible to the students' classroom schedules. Students are required to serve a minimum of five hours per week for a nine week period beginning in early September. Students from certain private and parochial schools will be allowed to remain for one school semester, usually a maximum of 13 to 16 weeks. Interns may also elect to contribute their services for more than five hours per week and should discuss the arrangement with the county supervisor in charge.

Evaluation

An evaluation of the first two years of the program, including an anonymous poll of students made after course completion, has helped provide the county with invaluable information on which to base modifications the third year. Additionally, feedback from county sponsors, faculty, and parents helped to strengthen and shape present offerings.

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Student Requirements

There shall be no monetary remuneration to students. Students must provide their own transportation to and from internship/overview tour sites, although, in certain cases, rides may be furnished from those points. The guardian/kin of the applicant must furnish a signed statement which releases Dade County and its agencies from any liability arising out of the students activities undertaken in connection with internship/overview tour experience. Dade County, in turn, will exercise every responsible judgement to assure the safety and protection of the students.

Students choosing to enroll in the internship program will remain in their chosen assignment for one school term. For public school students, this will usually be nine weeks. For private or parochial students, this will vary, but students may spend up to 13-16 weeks.

OVERVIEW STUDY

The Youth Focus on Government OVERVIEW TOUR is designed for groups of students, not necessarily from a single class or school, who want an in-depth examination of not one, but the several major functions and service operations of the county, including its policy-making and its work with citizens boards. Students contemplating advance course studies in Public Administration would find the OVERVIEW TOUR of particular value and relevance. The detailed program description is provided on page 36.

The OVERVIEW TOUR is conducted according to the demands in terms of group size and schedule of the participants. In addition, student groups wishing to visit only certain agencies will receive consideration, although credit cannot be afforded for less than 45 hours study time.

In order to be eligible, students must have no classroom schedule conflicts with an OVERVIEW TOUR. If the student is earning class credit in social studies as a result of enrollment in the OVERVIEW TOUR, he/she may be excused from social studies classroom work for that period during the term with permission of school administration.

If more students enroll than there are openings available in the OVERVIEW, the first preference will be given to the 12th grade students enrolling for credit.

Students in the 11th and 12th grades, to qualify, must have previously participated in and successfully completed at least one quinmester/semester course in political studies. The essay, which is required as part of the application, will assist sponsors in choosing the students with maturity and a sincere interest to learn.

It is possible for a social studies teacher to enroll his/her entire class in an OVERVIEW TOUR. However, it is not practical to schedule more than 15 students at a single agency or office at one time. Therefore, larger classes may simply rotate between desired agencies in smaller groups. This allows students a more personalized form of learning experience while teachers and administrators may still block out certain hours for the entire class.

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Students enrolled in the OVERVIEW must provide their own transportation, although classes and groups in certain neighborhoods often form car pools. Some schools have contracted for bus service or have obtained community backing for group transportation. No monetary remuneration will be provided by Dade County or the schools. Guardian/kin will be expected to provide a signed statement releasing Dade County and its agencies from any liability arising out of the students' activities.

STUDENT BENEFITS

FOR SCHOOL CREDIT: Upon the approval of the school principal or social studies teacher, a student enrolled in the Youth Focus on Government Internship or Overview Study for a minimum of five hours a week--for one school term, usually nine weeks for public schools and 13-16 weeks for private/parochial--will be eligible to receive one credit in social studies.

FOR AUDIT: Students wishing to use the program as an independent study project may audit the program, so long as he/she participates after school hours. Students taking the program for school credit will receive preference in placement over those taking for audit, and graduating seniors over juniors.

STUDENTS RESPONSIBILITIES

Students are expected to be punctual, appropriately attired, and be receptive to the opportunities to learn and make a contribution to the assignment.

To obtain credit, students will be expected to follow their respective school's procedures for granting credit.

YOUTH FOCUS ON GOVERNMENT COMMITTEE

The Youth Focus on Government Committee has been established to assure an access and a direct relationship between officials of the Metropolitan Dade County government and area high school students interested in government.

Established November 18, 1975, by an ordinance of the Dade County Commission, and with the full support of the Dade County School Board, the Student Committee's duties, purposes and objectives are as follows:

1) To serve as a liaison between the Dade County Board of County Commissioners, the area's schools and the area's students.

2) To inform and involve area students regarding the workings of county government

-more-

3) To establish the Committee as a resource group for county government for the accumulation of information pertinent to topics under consideration by county government.

4) To reflect a representative sample of the attitudes of the county's high school students regarding matters of concern to county government.

5) To help institute and maintain a government intern program for the county's high school students.

6) To form clubs in the various schools through which the schools' participation in Youth Focus on Government will be coordinated. The committee will also go through appropriate existing school clubs to coordinate Committee activities.

The Youth Focus on Government Committee is comprised of and directed by high school students, one delegate and one alternate from each public, private and parochial high school in Dade County. One of the Youth Focus on Government Committee's first goals was to establish a constitution, to help guide their future activities. It can be found on page 42 of this booklet.

This year's student executive committee include:

John Raup, Chairperson
Coral Gables Senior High
667-6250

Danny Gelber, Vice-Chairperson
Miami Beach Senior High
534-8606

Georgina Perez, Recording Secretary
Lourdes Academy
448-2925

Mary Rudolph, Corresponding Secretary
Notre Dame Academy
893-4961

Commissioner Ruth Shack--
Liasion to Youth
579-5128

OTHER TEACHING AIDS ARE AVAILABLE TO THE SOCIAL STUDIES CLASSES

-- 28 minute sound, color film on county (METRO) government is available for classroom use.

-- Speakers on the general or specific county government topics are available as classroom resources persons.

-- County administrators, project operators and elected Commissioners may be available for classroom lectures, depending upon their schedule.

-- Literature is available on the funcions and operations of the Metro government. Copies of the Metro charter, maps showing the Commissioners district boundaries, Metro government organizational charts, brochures describing the council/manager form of government, budget summaries, and calendars listing the County Commission meeting dates for zoning appeals, public hearings are also available free of charge.

TOURS

How better to understand your local government than to see your County Commission in session? High school social studies classes can be scheduled for a portion of a morning, the entire morning, or entire day the Commission meets. (Meetings are the first and third Tuesdays of each month) and tours the same day can be extended to the courts system, and with county departments.

VOTER EDUCATION

The League of Women Voters will assist schools, at their request, with non-partisan voter education and with suggestions for student individual study and research on campaigns, candidates and issues, and the League will assist the Dade County Elections Department with the registration of youth who become eligible to vote.

To make arrangements for speakers on Voter Education, please contact the League of Women Voters, Renee Ross at 944-6377.

Your Dade County government is sincere and takes earnestly its responsibility to serve the citizens openly and cooperatively. We believe in the citizens' right to know; and the senior high student body -- tomorrow's voters, taxpayers, public servants and office seekers -- are an extremely important body of citizens. We have an obligation to them to open wide our doors and let them listen, participate and learn.

To make arrangements for classroom resources on the Dade County government, for a special arrangement on the OVERVIEW STUDY, for information and membership on the Youth Focus On Government Committee, students and teachers are invited to contact the Office of the County Manager, Communications, attention Ruth Kassewitz, 579-2836.

INTERNSHIPS

Dade County Personnel/Able Disabled Division, 2501 Coral Way, Miami - - ABLE DISABLED PERSONNEL AIDE - -	AGENCY: POSITION:
1) Contact applicants who have submitted inquiries on employment with county to determine present status 2) Assist in compiling statistics on applicants with disabilities 3) Assist in compiling information on job openings for able disabled individuals	OBJECTIVES FOR STUDY:
Businesslike appearance please	PHYSICAL REQUIREMENTS:
A good ability in areas of reading, writing, and comprehension; pleasant phone manners and voice; journalistic interest, abilities, and/or experience helpful. You may be disabled yourself--facilities are wheel chair accessible.	SKILLS, TALENTS REQUIRED:
You will certainly gain an understanding of what difficulties are presented to the handicapped person in our society. You will be able to help, in a concrete manner, those who are seeking to overcome barriers and obtain suitable employment.	OTHER INFORMATION:
A single five-hour block any weekday, please	HOURS AVAILABLE:

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General Services Administration--Architectural Division	AGENCY:
- - ARCHITECT INTERN - -	POSITION:
1) Become familiar with the function of the division in relation to provision of services to county 2) Assist in non-complex drafting assignments 3) Attend and observe meetings with project managers regarding design 4) Participate in field trips to construction sites	OBJECTIVES FOR STUDY:
Usually, office clothes, but may wear "work" clothes for field trip visits to sites	PHYSICAL REQUIREMENTS:
Interest and/or aptitude for drafting and architecture; artistic interest and/or ability	SKILLS, TALENTS REQUIRED:
You will work with assistant chief architect	OTHER INFORMATION:
Flexible within 8-5 business hours--Mondays through Fridays	HOURS AVAILABLE:

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Aviation Department/Facilities - - AVIATION FACILITIES PLANNING AIDE - -	AGENCY: POSITION:
1) aid in gathering planning data, including passenger flows and time studies	OBJECTIVES FOR STUDY:
Usually, a businesslike appearance is required, but this can vary with assignment	PHYSICAL REQUIREMENTS:
good writing and reading ability, good powers of observation	SKILLS, TALENTS REQUIRED:
If you have interests in airport design and have some ability with numbers and/or data you may gain more from this experience	OTHER INFORMATION:
Flexible--may include some night or evening hours	HOURS AVAILABLE:

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Citizen's Information Office, South Dade Government Center	AGENCY:
- - CITIZEN'S INFORMATION ASSISTANT - -	POSITION:
1) Become familiar with the various governmental agencies functioning in the center 2) Assist citizens who inquire about the location of services by phone and in person 3) Exercise own background and resources to make referrals to other sources of aid	OBJECTIVES FOR STUDY:
Shirt and tie, please, for males, and appropriate office wear for females	PHYSICAL REQUIREMENTS:
Must be resourceful and like working directly with people. You may often be the first Metro voice or contact a taxpayer reaches with a question.	SKILLS, TALENTS REQUIRED:
Other Citizen's Information personnel will assist you in learning available facilities.	OTHER INFORMATION:
Prefer five-hour block one day, or split--two 2½ hour blocks	HOURS AVAILABLE:

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County Manager's Office, Office of Community Development - - CITIZEN PARTICIPATION AIDE - -	AGENCY: POSITION:
1) Assist in follow-up activities to insure proper implementation of goals of federal block grants 2) Attend and monitor some neighborhood meetings at which community needs are discussed 3) Confer with various community leaders on implementation 4) Assist with creation of media information designed to promote citizen involvement	OBJECTIVES FOR STUDY:
Businesslike clothing please--shirt and tie for males, dress or pantsuit for women. Fluent bilingual preferred.	PHYSICAL REQUIREMENTS:
Excellent reading and writing ability is necessary. You should enjoy attention to detail in urban planning.	SKILLS, TALENTS REQUIRED:
Federal block grants to neighborhood areas require that the public be involved in the decision making process. You will be helping staff follow up on community improvement projects, including discussion with community leaders and reading back-up materials on programs.	OTHER INFORMATION:
Flexible; may include some evening or weekend hours	HOURS AVAILABLE:

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Board of Dade County Commissioners, 73 W. Flagler St, Miami - - COUNTY COMMISSIONER'S AIDE - -	AGENCY: POSITION:
1) Aid in research of background materials pertaining to proposed ordinances 2) Attend meetings of governmental and civic groups and provide (report) information on outcomes to Commissioners 3) Research citizen queries directed to Commissioners	OBJECTIVES FOR STUDY:
Office clothing, please	PHYSICAL REQUIREMENTS:
Ability to take instructions and follow through on assignments without constant supervision; ability to read and digest as well as draw conclusions from printed material; ability to relate to public; sense of good public relations; attention to detail. Some knowledge of basics of Metro Government helpful.	SKILLS, TALENTS REQUIRED:
You will be assigned to a specific Commissioner. You must be a mature individual, capable of using available resources in the community in order to provide information to Commissioners. Some other assignments aiding the process will be necessary and will vary with the Commissioner you are interning with at the time.	OTHER INFORMATION:
Daytime hours generally, but some evening meetings may occur. Hours will probably be different week to week. Less chance of Tuesday internships than other days.	HOURS AVAILABLE:

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Law Enforcement Assistance Adminstration grant to Catholic Service Bureau--operating the "Miami Bridge"	AGENCY:
-- COUNSELOR/HOUSEPARENT AIDE --	POSITION:
1) Assist in planning daily activities for residents 2) Participate in group counseling sessions 3) Assist in small "rap" sessions 4) Assist counselors and houseparents in organizing group and individual functions	OBJECTIVES FOR STUDY:
Casual sport clothing, in general, required. Physical energy and stamina very helpful.	PHYSICAL REQUIREMENTS:
Ability to relate and function well with various ages of runaway and children awaiting court litigation (children 10-18). A general knowledge of effective use of the telephone. Ability to write well. Some leadership qualities enabling you to organize group functions. Ability to listen. General overall interest in people and their problems. A positive attitude toward honesty between self, residents, and staff members.	SKILLS, TALENTS REQUIRED:
You will be assisting a counselor or houseparent with everyday activities at this home for runaways from Dade and other areas and children who have been assigned there from Youth Hall. This will involve a heavy interaction process with each resident client. "The Bridge" is located in downtown Miami, but some off-campus work may be involved, especially at nearby parks and beaches. Although these children generally experience some anxiety because of pending return to difficult family situations or institutionalization, they stay at "The Bridge" voluntarily, but length of stay averages a matter of days.	OTHER INFORMATION:
Morning, afternoon, or early evening hours possible.	HOURS AVAILABLE:

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AGENCY: Public Safety Department

POSITION: - - EMERGENCY CB RADIO MONITOR - -

OBJECTIVES FOR STUDY:

1) Attend required orientation sessions to receive instruction in procedures for gathering appropriate information 2) Monitor, on a regular basis, CB Channel 9 3) Relay emergency information to Public Safety Department 4) Log all air time and document actual time spent for school credit

PHYSICAL REQUIREMENTS:

You must have access to legal CB equipment capable of sending and receiving and the permission of a licensed operator as well as supervision of that operator as required. Equipment should be effecient enough to respond to messages within the territory you decide to cover. Actual equipment may be a base station or mobile but must be a transceiver. You must attend orientation session(s) to obtain certification as a monitor.

SKILLS, TALENTS REQUIRED:

Ability to give and receive instructions clearly; ability to act quickly in emergency situations; some knowledge and experience with CB radio technical operation. You must be level-headed and responsible at all times.

OTHER INFORMATION:

This internship is designed to help PSD respond more quickly to emergencies. You will attend one or two class sessions after school hours to provide orientation on exact procedures. You will then begin to monitor, on a regular basis outside of school hours, CB Channel 9 and relay information on serious traffic accidents; injured or ill motorists; crimes in progress; and other pressing emergencies. Depending on demand for the position in your area, you may be able to continue in your role for longer than one school term although public and private/parochial schools will probably allow any credit for one term only. A responsible, level-headed person is a must! Documentation of your hours must be submitted in the form of a log signed by yourself and your parent/guardian and the owner of the equipment.

HOURS AVAILABLE:

Flexible.

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Cooperative Extension Services
4-H Youth Division

AGENCY POSITION:

4-H YOUTH WORKER

OBJECTIVES FOR STUDY:

1) Learn 4-H policy and locate youth and facility for special project 2) Conduct 6-8 weeks 4-H educational program, as designed by Cooperative Extension and yourself. 3) Keep accurate record and submit simple progress reports as requested 4) Assist in general office responsibility

PHYSICAL REQUIREMENTS:

1) Must have own transportation to 78th Street and Biscayne Boulevard, and to project neighborhood. Must have physical stamina

SKILLS, TALENTS REQUIRED:

Ability to work with youth, ages 8-13 from various economic cultural and ethnic background. Artistic ability for poster and musical talents helpful but not mandatory. Home economics background helpful. Bilingual Spanish/English helpful.

OTHER INFORMATION:

4-H is an educational program for boys and girls with projects stressing consumer education, recreation, food and nutrition, and other practical elements of developing youth. You should be a self-motivating individual who enjoys taking a project beginning with an idea and following up with accurate reporting.

HOURS AVAILABLE:

Flexible.

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AGENCY POSITION:

Election registration intern - Elections Department - 1400 Biscayne Blvd. Miami

OBJECTIVES FOR STUDY:

1. Organize voting registration cards and files as necessary in preparation for election.
2. Assist in use of computer(s) in keeping track of voter registration file information.
3. Obtain closeup view of methods by which information is kept on voting eligibility and how this affects elections.

PHYSICAL REQUIREMENTS:

No casual clothing please--appropriate office wear.

SKILLS, TALENTS REQUIRED:

Attention to detail, organizational ability, ability to take directions.
Some knowledge of computer systems may be desirable but not required.

OTHER INFORMATION:

This internship will attain special significance because of the elections being held in September, November, December, and March.
You will be working with the assistant supervisor of elections.

HOURS AVAILABLE:

Five hours in a block any weekday

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Dade County Elections Department

AGENCY POSITION:

- ELECTIONS PUBLIC SERVICE INTERN- -

OBJECTIVES FOR STUDY:

1) Assist with field voter registration 2) Serve as intern liaison with media and candidate relations 3) Become familiar with election law implementation

PHYSICAL REQUIREMENTS:

No casual clothing please--office wear appropiate

SKILLS, TALENTS REQUIRED:

Should have good command of language, oral and written. Prefer bilingual. Should enjoy working directly with people.

OTHER INFORMATION:

You will become a vital part of the election and in its preparations

HOURS AVAILABLE:

A block of five hours any weekday.

* *

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Public Works Department - - ELEMENTARY DRAFTING AIDE - -	AGENCY: POSITION:
1) Complete assigned elementary drafting assignments related to government-sponsored installations	OBJECTIVES FOR STUDY:
Appropriate office clothing, please	PHYSICAL REQUIREMENTS:
At least one course in drafting should have been completed prior to application. A general interest in learning the principals of civil engineering and its relation to government services is necessary.	SKILLS, TALENTS REQUIRED:
You may be assigned to either the Subdivision Control Section or the Roadway Lighting Section of the Public Works Department.	OTHER INFORMATION:
Prefer one or two blocks during business hours weekdays	HOURS AVAILABLE:

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Head Start Program	AGENCY:
- - HEAD START INSTRUCTIONAL AIDE - -	POSITION:
1) Directly assist Head Start classroom teacher in social and educational programs for children 2) Learn about Head Start structure, history, and management as a program 3) Assist with outreach projects to community and parents related to Head Start	OBJECTIVES FOR STUDY:
Comfortable but neat attire; some teachers may modify this requirement	PHYSICAL REQUIREMENTS:
Liking for children and sensitivity to them; ability to use creative ideas in classroom; ability to take instructions and direction from teacher	SKILLS, TALENTS REQUIRED:
You will assist in a Head Start Classroom near your home or school and become familiar with their projects through "doing". Any particular talents you may be able to bring into the classroom will add. Acceptance of all children regardless of national origin, race, color, religion, and economic status is a must.	OTHER INFORMATION:
Weekday mornings only, please	HOURS AVAILABLE:

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County Manager Communications Office - - JOURNALIST COMMUNICATIONS INTERN - -	AGENCY POSITION:
1) Assist in developing and writing of releases regarding county services to media 2) Interview various county personnel to develop information on available services to public 3) Assist in formation of public relations programs increasing public knowledge of available services 4) Make contact with various media representatives regarding topical stories on county services	OBJECTIVES FOR STUDY:
Comfortable but neat clothing; may be required to have "office" wear at times	PHYSICAL REQUIREMENTS:
Some knowledge in working of public relations and communications helpful; should be a good writer--some journalistic experience required	SKILLS, TALENTS REQUIRED:
You will work under a journalist on special projects as well as day-to-day assignments. A good speaking voice and pleasant appearance will help. Ability to interview and develop stories and a desire to help public through the media are important.	OTHER INFORMATION:
Flexible office hours but prefer one five hour block one day weekly, between 8 a.m. and 5 p.m.	HOURS AVAILABLE:

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County Manager's Office, Latin Affairs Division - - LATIN SERVICES COMMUNITY AIDE - -	AGENCY: POSITION:
1) Assist in outreach efforts in the Latin Community to assure Spanish-speaking residents services 2) Direct inquiries from residents to correct departments 3) Assist in special research to determine needs in the Latin Community 4) Observe channels of communication in office procedure	OBJECTIVES FOR STUDY:
Businesslike appearance necessary	PHYSICAL REQUIREMENTS:
Ability to relate to people on a 1-to-1 basis, sensitivity to problems of Spanish-speaking populace, self-directing and outgoing personality, some managerial skills. Must be articulate in both English and Spanish. Previous experience with Latin Community affairs helpful. Should make a good appearance.	SKILLS, TALENTS REQUIRED:
Latin Affairs was created under the County Manager's Office to make sure that all residents of Spanish-language origin are able to obtain necessary services regardless of language abilities or location in Dade. You will be helping to reach people who will be inquiring about those services.	OTHER INFORMATION:
Flexible, but primarily business hours weekdays.	HOURS AVAILABLE:

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Legal Services of Greater Miami, Downtown Miami Office	AGENCY:
LEGAL SERVICES ASSISTANT INTERPRETER	POSITION:
1) Assist Legal Services Staff in translation of information provided by non-English speaking clients. 2) Maintain client confidentiality by refraining from discussion of cases with persons other than involved Legal Services Staff	OBJECTIVES FOR STUDY:
Office wear please. This is available at the Downtown Miami Office only.	PHYSICAL REQUIREMENTS:
An extremely responsible, mature, bilingual individual is a must! You must be fluent in English/Spanish although persons fluent in English/French are also needed. Since the lawyer-client relationship and confidentiality is involved, you must not discuss any cases outside of the office and with appropriate staff! Your fluency will not be judged on number of school language courses completed, but, rather, on your apparent spoken ability.	SKILLS, TALENTS REQUIRED:
You will be directly translating information between clients and Legal Services Staff. Legal Services of Greater Miami, Inc., helps persons with a variety of legal problems who are unable to afford their own private attorneys. You must, of course, have transportation to and from their Downtown Miami Office, located on S.W. 1 Street near 14th Avenue. Due to the expected high demand for this slot, candidates will be considered on a first-come, first-served basis and all interviews will place you in competition with all other applicants.	OTHER INFORMATION:
Available between 9-5 weekdays. There is a possibility that this slot may be open during the summer (fifth quin) in addition to the remainder of the school year. Private and parochial as well as public school students must be able to attend at least five hours weekly--or more--for one full school term (9-16 weeks, depending on the normal length of course study at your senior high).	HOURS AVAILABLE:

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Legal Services of Greater Miami, Community Education Section	AGENCY:
- - LEGAL SERVICES COMMUNITY EDUCATION AIDE - -	POSITION:
1) Compile data on legal education community needs 2) Assist education section personnel in coordination of citizen outreach 3) Assist education section in coordination of outreach efforts with governmental and other agencies dealing with indigent clients	OBJECTIVES FOR STUDY:
May need casual clothing for particular assignments or office wear. Much field study is required.	PHYSICAL REQUIREMENTS:
A mature, self-assured individual, preferably with a second language well developed (Spanish or French, in addition to English, preferred) and a good ability to relate to people regardless of economic or social standing, race, religion, national origin, or appearance. You will be helping Legal Services establish their education section in the field as well as in the office at Northside Shopping center.	SKILLS, TALENTS REQUIRED:
Legal Services of Greater Miami, Inc., helps persons with a variety of legal problems who are unable to afford their own private attorneys. Partially funded by Dade County taxes, they are in the process of implementing an education outreach to better inform area residents about available services and procedures. You should have transportation to and from 79th street (N.W.) and 27th avenue, but you may regularly meet your supervisor at other locations countywide in order to save time and driving expenses. Due to the expected high demand for this slot, candidates will be considered on a first-come, first-served basis and all interviews will place you in competition with other applicants.	OTHER INFORMATION:
Open, but primarily days. There is a possibility that this slot may be open during the summer (fifth quin) in addition to the remainder of the school year. Private and parochial as well as public school students must be able to attend at least five hours weekly--or more--for one full school term (9-16 weeks, depending on the normal length of course study at your senior high).	HOURS AVAILABLE:

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Planning Department, downtown Miami office	AGENCY:
-- NEIGHBORHOOD PLANNING AIDE --	POSITION:
1) Obtain view of role of neighborhood study through specific assignments and observation 2) Observe planning-related board meetings 3) Assist in certain aspects of neighborhood study 4) Assist in tabulation and analysis of neighborhood resident survey	OBJECTIVES FOR STUDY:
No casual clothing please--businesslike appearance	PHYSICAL REQUIREMENTS:
A good general math capability; good basic verbal and writing skills. May need to use calculator provided by county.	SKILLS, TALENTS REQUIRED:
You will work under one or two principal planners for Dade County	OTHER INFORMATION:
Prefer three hours one day and two another, or five all in one block; also prefer Wednesdays and Thursdays because of planning meetings.	HOURS AVAILABLE:

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Human Resources Department, Elderly Services Division	AGENCY:
- - NEIGHBORHOOD SERVICE COORDINATOR AIDE - -	POSITION:
1) Aid in recruitment of volunteers to work with elderly 2) Become aware of resources and aid in providing information to elders 3) Report to various service-type organizations on the needs of the elderly community	OBJECTIVES FOR STUDY:
Comfortable but neat clothing, please	PHYSICAL REQUIREMENTS:
Good communication abilities; a positive attitude toward elderly; some community awareness; outgoing personality. Fluent bilingual desired.	SKILLS, TALENTS REQUIRED:
You will be working with a field service representative for a nearby section of the county. Basically, you will be providing elders with information on where and how they may obtain services, and reporting to service organizations on how they can aid elderly.	OTHER INFORMATION:
Mondays through Fridays--flexible. Prefer block of five hours in single day.	HOURS AVAILABLE:

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AGENCY: Dade County Parks and Recreation Department

POSITION: -- RECREATIONAL AIDE --

OBJECTIVES FOR STUDY:

Objectives will vary with assignment. Primarily, they involve learning about how recreation contributes to the day-to-day life of residents of all ages. Some assignments involve work with children, and an observation of how these activities contribute to the growth and socialization process. Tennis, group sports, swimming, and management of park and recreation areas are included, but specific objectives will be written upon acceptance.

PHYSICAL REQUIREMENTS:

Will vary with assignment. Usually, sport type clothing will be appropriate, but supervisor will provide details.

SKILLS, TALENTS REQUIRED:

Generally, you should be a person who possesses a skill related to a recreational activity, and be willing to share this knowledge with others. Some locations will be providing arts and crafts instruction; others swimming; and others group and individual sports. You must be willing to work with all ages and socio-economic backgrounds, and possess patience.

OTHER INFORMATION:

An overview of the role of parks and recreation in daily life will be provided the first day of internship and is required of all students. At that time, specific assignments and objectives will be written by you and your supervisor. The primary goal of this study will be for you to gain a greater understanding of the total socialization process resulting from such programs. To accomplish this, various assignments will be made. In your essay, please indicate what talents and abilities you could make use of--including any arts and crafts interests--in addition to sports you may be interested in. Assignments will be made at the following locations, but do not contact park or supervisor before making application and receiving instructions.

HOURS AVAILABLE:

Will vary with assignment.

PARK LOCATIONS (others may be available)

South Dade Pool/Park, 16350 S.W. 280 St; Tamiami Park, 11201 S.W. 24 Ave; Kendale Lakes Park, 145 Ave.+ S.W. 78 St; Sunland Park, 12855 S. Dixie Hwy; Colonial Drive Park, 10750 S.W. 156 Terr; Bird Drive Park, 7145 Bird Road; 6161 N.W. 22 Ave; Perrine Park, 17535 S.W. 95 Ave.

Please--Do Not Contact Parks Directly ! !

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Human Resources Department, Elderly Services Division, Impact Program	AGENCY:
RECREATIONAL AIDE FOR ELDERLY	POSITION:
1) Assist small groups of elderly in arts and crafts activities 2) Assist in organization of musical activities. 3) Establish rapport and personal relationships with individual elders at center	OBJECTIVES FOR STUDY:
Clothing should be comfortable but neat	PHYSICAL REQUIREMENTS:
Some knowledge of aging process would be helpful. Arts and crafts creativity and/or musical and organizational abilities would also be useful. Fluent bilingual encouraged but not mandatory.	SKILLS, TALENTS REQUIRED:
You will be working at one of two downtown Miami centers for the isolated elderly.	OTHER INFORMATION:
Monday through Friday flexible--prefer a five-hour block on a single day. No weekends or evening hours.	HOURS AVAILABLE:

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Human Resources Department, Elderly Services Division	AGENCY:
-- RESEARCH ASSISTANT ON PROBLEMS OF AGING --	POSITION:
1) Read printed research material and determine possible value for research and/or formation of programs 2) Monitor intake of statistics relating to research 3) Aid in creation and writing of proposal(s) for research and/or programs to benefit elderly	OBJECTIVES FOR STUDY:
Casual but neat clothing please	PHYSICAL REQUIREMENTS:
Ability to read and draw conclusions from material, liking for work with numbers, concern for problems of elderly	SKILLS, TALENTS REQUIRED:
	OTHER INFORMATION:
Flexible daytime hours Monday through Fridays.	HOURS AVAILABLE:

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Community Action Agency--Countywide service centers

- - SOCIAL WORKER AIDE - -

1) Assist one or more community workers in outreach efforts to help residents obtain services 2) Learn some procedures of intake of clients and the management and filtering of clients' problems to solutions 3) Become aware of various community resources available to clients 4) Assist in home visits to clients	OBJECTIVES FOR STUDY:
Casual clothing; specific assignments may require "office" or other types of attire	PHYSICAL REQUIREMENTS:
Flexible individual, able to relate to clients as people; ability to read- -write - - comprehend material; willingness to work with old and young	SKILLS, TALLENTS REQUIRED:
Community Action Agency--CAA--provides a wide range of services and referrals. You may help to write cases and attend community meetings. You must be able to function under stress. If you are familiar with neighborhood where you are interning you may be more effective.	OTHER INFORMATION:
Flexible. Many offices in all areas of the county, but daylight study hours will probably be the general rule.	HOURS AVAILABLE:

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Elderly Services Division of Human Resources Department-- Adult Day Care Program - - TECHNICIAN AIDE FOR ELDERLY - -	AGENCY: POSITION:
1) Establish rapport and personal relationship with individual seniors at one of several centers 2) Assist with educational and recreational programs established	OBJECTIVES FOR STUDY:
Comfortable but neat clothing, please	PHYSICAL REQUIREMENTS:
Sensitivity to elderly and their problems; ability to listen; positive attitudes toward aged; some knowledge of recreational games and crafts will help along with outgoing personality	SKILLS, TALENTS REQUIRED:
You will study under a center supervisor at one of several locations Countywide. You will provide assistance to seniors in areas of arts and crafts, games, and other recreation. You will also, hopefully, be establishing understandings with individual seniors on a friendly, ongoing basis. The seniors who are clients at the centers avail themselves of these services in order that they may avoid being institutionalized while remaining at their own residences evenings.	OTHER INFORMATION:
Prefer one five-hour block one day per week, but will consider other	HOURS AVAILABLE:

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AGENCY: Human Resources Department--Victims Advocate Program

POSITION: - - STATISTICAL ANALYST ON CRIME VICTIMS DATA - -

OBJECTIVES FOR STUDY:

1) Gather, compile, and analyze data on violent crime against persons in Dade County

PHYSICAL REQUIREMENTS:

Appropriate office wear

SKILLS, TALENTS REQUIRED:

Interest in criminal law and/or the profile of crime in Dade County; knowledge of math; sensitivity to plight of victims of violent crime

OTHER INFORMATION:

The Victims Advocate Program helps people who are in need of guidance and direction to medical, legal, and criminal justice services after a violent crime. You would be helping to compile data on the nature of such crime and, as a result, indirectly help efforts to aid these victims.

HOURS AVAILABLE:

Business hours, primarily 9-5 weekdays

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Youth Services/Psychological Services, Kendall Complex	AGENCY:
-- TUTORIAL AIDE FOR EMOTIONALLY DISTURBED CHILDREN --	POSITION:
1) Assist special education teachers in tutoring of emotionally disturbed youth, especially in math and reading areas. 2) Obtain closeup view of treatment program for disturbed youth	OBJECTIVES FOR STUDY:
Casual clothing. There is always a possibility of being hurt by an angry child--but a low probability.	PHYSICAL REQUIREMENTS:
Children will be ages 8-12. You should have a good feeling toward children of this age and have patience. Some understanding of emotionally disturbed children--as a group--very helpful. Feeling good about yourself in order to relate to these children necessary. You should be literate and a good communicator.	SKILLS, TALENTS REQUIRED:
You will work with one of three special education teachers in a 1:1 relationship with one or more children. Many of these children lack basic skills.	OTHER INFORMATION:
Morning hours only weekdays	HOURS AVAILABLE:

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Welfare Department--General Assistance	AGENCY:
- - WELFARE ASSISTANCE AIDE - -	POSITION:
1) Assist intake social workers in processing cases 2) Assist in completion of forms, gathering of statistics, and maintenance of welfare roles. 3) Assist in interview of clients to assess eligibility for emergency financial assistance	OBJECTIVES FOR STUDY:
Casual but neat clothing, please	PHYSICAL REQUIREMENTS:
You should have a sensitivity to indigent citizens. An ability to listen and relate to people with socio/economic problems is necessary. Ability to read and write legibly and comprehend written and oral instructions. A mature individual is a must!	SKILLS, TALENTS REQUIRED:
You should expect some verbal abuse from hostile citizens and some occasional overt aggression toward the welfare system in general which may be directed toward you.	OTHER INFORMATION:
Flexible primarily daylight hours, but prefer one five-hour block	HOURS AVAILABLE:

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OVERVIEW STUDY

OVERVIEW--COUNTY AGENCIES

The following Dade County Agencies will provide overviews:

COMMUNITY RELATIONS BOARD

The Community Relations Board is an integral component of Metro Government's overall program designed to enhance the economic and social well-being of Dade County residents. The Board was created for the purpose of fostering mutual understanding, tolerance and respect among all ecomomic, social, religious and ethnic groups in Dade County and authorized to make studies in the field of human relations. This element will offer students a chance to see how this board mediates conflicts and attempts to sensitize people to the worth of others.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the planning, design, maintenance, construction, and supervision of contracts for all County road improvements, including those funded by the State Department of Transportation Secondary Road Program. This Department reviews all subdivision plans, conducts real estate activities for acquisition and leasing of lands for County purposes, and provides surveillance to assure County-wide compliance with the South Florida Building Code. It also administers the Lot Clearing Ordinance, special taxing district procedures, and the arterial street lighting program, supervises the motor vehicle inspection program, provides for mosquito control throughout the County, and is responsible for operation and maintenance of the secondary canal system for water conservation and flood control. Other operations supervised and coordinated by the Public Works Department include the collection of garbage and trash in the unincorporated areas, the provision of County-wide solid waste disposal through sanitary landfull and incinerator operations, and the operation and maintenance of Dade County and Venetian Causeways.

ENVIRONMENTAL RESOURCES MANAGEMENT DEPARTMENT

As Dade County has grown, so have the efforts to insure clean air and water for the growing population. This department was established during the current fiscal year by combining the Pollution Control Division from the Health Department and the Water Control Division of the Public Works Department. The responsibilities of the department include eliminating and/or controlling pollution or contamination of the water and air resources of Dade County; the enforcement of drinking water quality standards; protection against flood damage and the management of water resources.

PUBLIC SAFETY DEPARTMENT

Students will be shown the physical set up of the plant, as well as modern methods of law enforcement. The Department provides the citizens of Dade County police services. More specifically this indicates fulfilling the statutory responsibilities of the Office of Sheriff and formulating departmental policy. This requires administrative direction to coordinate the activities fo the various divisions to

PUBLIC SAFETY DEPARTMENT Cont.

control, restrict and attempt to eliminate organized crime and vice offenses. The department must also provide specialized, full-time advise and liaison with other departments of government. Success in the above mentioned areas requires a major effort to maintain the integrity of employees and satisfy citizen complaints against employees. It is necessary to provide the public with accurate information on police-related matters to achieve and maintain good police-community relations through identification and evaluation of problems. A major thrust is to maintain, develop and implement effective law enforcement programs by promoting public cooperation and understanding in an overall effort to curb criminal activity.

COOPERATIVE EXTENSION DEPARTMENT

The Cooperative Extension Department conducts a coordinated Extension Service Program in cooperation with the Florida Agricultural Extension Service and the United States Department of Agriculture. It makes available to the people of the County the latest research and technical information on all phases of agriculture and home economics. There is little or no expense to any citizen who utilizes the information of participates in the variety of programs made available by this department. The work of the Agriculture Agent is divided into three service areas:

1. Home, Community and Public Affairs -- Develops and provides agricultural information of interest to the general public, homeowners, businessmen and tourists; disseminates public affairs information that is closely related to agriculture in cooperation with County, State and Federal governments.
2. Agricultural Education and Advisory Services -- Provides a planned program of agriculture education and advisory services to the public including activities in all phases of production, processing and marketing of agricultural and marine products.
3. Youth Program -- Provides youth training in agriculture and related areas. Coordinates 4H Club projects and activities gives career guidance and other assistance to youth interested in agriculture and related subjects. Character development and good citizenship are long-range goals of the youth program.

PLANNING DEPARTMENT

The Planning Department is responsible for establishing and maintaining a continuous comprehensive planning program for Dade County. This includes conducting studies of the County's population, land use, economy, public facilities and other factors which influence development. Using these studies, the department formulates plans and prepare reports which constutute both short and long range comprehensive development plans. It also acts as a local clearing house for federal grant applications involving community facilities to assure compliance with existing master plans. This protion of the overview will provide an in-depth look at the process of community efforts to organize services on the basis of need.

ELECTIONS DEPARTMENT

The Elections Department is responsible for all aspects of the election process in Dade County from voter registration

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ELECTIONS DEPARTMENT Cont.

through the conduct of the election and certification of results. This Department will make a short presentation on methods of registration and storage of information pertaining to voting. Other experts from the school board and the University of Miami will provide further background.

CIVIL DEFENSE DIVISION

The Civil Defense Division is assigned the primary responsibility of formulating effective County-wide emergency response plans and the coordination of local, State and Federal government and private agency resources and activities to ensure maximum protection of life and property in the event of either natural or war-caused disasters. In carrying out its assigned responsibilities the Civil Defense Division will be engaged in the following activities: 1) continued review and updating of the County Emergency Operations Plan; 2) maintenance and improvement of the Emergency Operations Center; 3) continued maintenance and expansion of a County-wide warning system; 4) updating the Community Shelter Plan; 5)continue maintenance and inspection of the existing fallout shelter system; 6) maintain and periodically test the County-wide radiological monitoring system; 7) maintain and improve a civil defense radio network; 8) provide emergency instructions and public information programs on a stand-by basis for use in event of disasters; and 9) participate in Federal surplus and excess property programs.

OFFICE OF MANAGEMENT AND BUDGET

Just how much tax money goes for which services? The Office of Management and Budget provides the overall direction for the County fiscal program and the administrative management of all County agencies to obtain more efficient and economical conduct of government services. Under the direction of the County Manager, this office develops coordination mechanisms to implement government activities, advises departments on improved administrative organization and practice, conducts evaluations of program objectives, performance and efficiency, develops programs to motivate employees and improve personnel performance, and advises the Manager of the progress of activities proposed, initiated and completed by all County agencies. This office coordinates the response plans for man-made and natural emergencies and will provide for the planning and coordination of local, State and Federal governments and private agency mobilization in the event of an emergency. This office coordinates the formulation and preparation of proposed legislation and follows through on implementation. Additionally, this office is responsible for the promulgation of administrative orders as directed by the County Manager and is responsible for coordinated programmed liaison with other levels of government (i.e., Federal, State, other counties and municipalities).

CITIZEN INFORMATION AND SERVICE PROGRAM

CIS is one of Metro's most successful porgrams in the past several years. The program functions in the Courthouse, Justice Building, South Dade Government Center and other decentralized locations to provide information, direct services and follow-up to the problems and complaints of all Dade County Citizens

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PUBLIC HEALTH TRUST
JACKSON MEMORIAL HOSPITAL

The Public Health Trust of Dade County, Florida was established by County Ordinance and provides for an independent governing body responsible for the operation, governance, and maintenance of Jackson Memorial Hospital as a major medical center. The primary objective of the medical center is to provide health care and related preventive , diagnostic and therapeutic services, including teaching and research, for the benefit of the general community. The responsibilities of the Public Health Trust include managing a proper balance between primary, secondary and tertiary health care programs that will insure a single high standard of general and specialized health services, and serving as a major provider of health services to the poor and near poor who must depend upon Metropolitan Dade County for health care. At Jackson Memorial Hospital, students will break up into smaller groups to examine equipment and human services in order to grasp the wide range of services provided.

SOUTH DADE GOVERNMENT CENTER

In March of 1972 the County placed into operation its first regional government center which is known as the South Dade Government Center. This Center provides convenient government services to all citizens of the South Dade region. The County is planning two more regional government service centers to be located in North Dade and West Dade. The administration of the South Dade Government Center is provided by a Center Director who acts as liaison between citizens and County government and, in addition, provides overall coordination of government services located in the Center. So many services and governmental functions are available here that students will receive a "mini overview" at this location.

LAW DEPARTMENT

The County Attorney, appointed by the County Commission, furnishes all legal services required by the County in all civil matters. He serves as legal advisor to the County Commission, County Manager, all department heads, and citizen's boards which have been established under the Charter. He and his assistants serve the County on a full-time basis. Several legal experts will show students how this is accomplished.

HUMAN RESOURCES DEPARTMENT

The newly-created Human Resources Department provides a wide range of people-oriented services. Divisions which have agreed to participate in the overview are:

Office of Child Care And Development The Head Start Program is designed to provide an early, pre-school learning experience for disadvantaged children. Through prior exposure to an educational setting, efforts are made to enable these children to better adapt and progress when enrolled in school. Emphasis is placed on educational and child development programs as well as child care and custody

Health Services Division The function of the Health Services Division is to provide overall direction and

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HUMAN RESOURCES DEPARTMENT Cont.

and coordination to a variety of special health activities administered by Dade County. The division administers and coordinates contracts and direct service delivery programs, including ambulatory neighborhood based clinics, primary decentralized health care systems, family social service and health units, related special impact programs in the health and social service delivery system, and research and training activities related to improvements in the quality of health care. The Home Care Section provides services to the sick, injured, handicapped and terminally or chronically ill patient patients to that they may be maintained in their own home or placed in foster homes. The Placement Section places chronically ill or aged patients in appropriate institutions such as nursing homes under contract to the program when continuous skilled nursing care is required. The Evaluation Clinic Section provides thorough medical, social and nursing evaluation for the patient so that the patient's needs can be best met by the most appropriate and available resources, such as hospitals, homes, foster homes orinstitutions.

Rehabilitative Services Division This division combines the Addiction Treatment Agency, providing rehabilitative services to persons who abuse alcohol and drugs, and the Offender Rehabilitation Program providing services to persons leaving penal institutions. In brief, the division administers a broad range of services and programs aimed at helping persons become self-sufficient, law abiding, and productive citizens of the community. Details of these programs are found in the proprietary section of the budget.

Elderly Services Division The Elderly Services Division replaces Project In-Step for which funding terminated in 1974. The division is responsible for assuring that programs delivering services to the elderly maximize their programmatic impact, utilize manpower in the most efficient manner and eliminate the unnecessary red tape which frustrates the elderly and lower standards of service.

Child Development Services Program This program purchases day care services for children of working parents in low-income families from existing facilities in nine poverty target areas. Day Care services are also purchased from existing facilities to supplement the cost for fees for children of middle-income parents who are unable to pay the enentire fee. This program evolved from the former Community Coordinated Child Care Program funded by HUD, Model Cities , United Fund, and Federal Title IV-A monies under the Social Security Act. Administration of the program was assumed by the County, October, 1972

COUNTY MANAGER'S OFFICE

The County Manager is the chief executive officer and head of the administrative branch of the county government and is responsible to the Board of County Commissioners for carrying out policies adopted by the Board. The Manager is responsible for the preparation and execution of the county budget and for performing all county functions not specificall cally assigned to others by the Home Rule Charter. The

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COUNTY MANAGER'S OFFICE
Cont.

Overview Study will examine these roles and that of the Transportation Coordinator, Federal Aid Coordinator, Latin Affairs, Affirmative Action, Consumer Protection associated directly with the office of the County Manager.

(NOTE: Not all of these agencies will be studied by every student group, depending on schedules and the particular interests of members. Groups desiring study at agencies not listed here may make a request for such an arrangement.)

LOCAL GOVERNMENT FOCUS ON CITIZENS '76

Steering Committee By-Laws

ARTICLE I: NAME OF THE COMMITTEE

A. The name of the committee shall be Youth Focus on Government.

ARTICLE II: PURPOSES AND OBJECTIVES

A. Reflect a representative sample of the attitudes and matters of concern from the various schools concerning the area government.

B. Serve as a liaison between the county government, the area schools and the area students.

C. Establish the committee as a resource group for the accumulation of information pertinent to topics for consideration.

D. Inform and involve area students in the workings of county government.

E. Help set up and maintain a government intern program.

F. Form clubs in the various schools from which the schools' activities in Youth Focus on Government will be coordinated (committee members may go through existing school clubs to coordinate activities).

ARTICLE III: MEMBERSHIP

A. Anyone interested in social studies can join this committee.

B. Members may be appointed from school clubs.

C. Members from each school shall include only one delegate and one alternate.

D. Delegates may be either juniors or seniors; alternates must be juniors.

E. Delegates will have one vote each; voting privileges shall be given to the alternate if the delegate is not present.

ARTICLE IV: OFFICERS

A. Officers of the steering committee shall include: a chairperson, a vice-chairperson, a parliamentarian/sargeant-at-arms, a recording secretary and a corresponding secretary.

B. New offices shall be created by a majority vote of the steering committee.

C. Officers shall be elected by a majority vote of the steering committee.

- more -

ARTICLE V: DUTIES OF OFFICERS

A. It shall be the duty of the chairperson to conduct the meeting and represent the committee at all public occasions.

B. It shall be the duty of the vice-chairperson to assist the chairperson in his duties and be prepared to take over in case the chairperson cannot fulfill his duties.

C. It shall be the duty of the parliamentarian/sargeant-at-arms to make sure that the meetings are conducted under Robert's Rules of Order of parliamentary procedure.

D. It shall be the duty of the recording secretary to take the minutes at every meeting.

E. It shall be the duty of the corresponding secretary to engage in committee correspondence and public relations.

ARTICLE VI: MEETINGS

A. Meetings shall take place at least once a month, with the location and time to be decided by the members at the preceding meeting.

B. Official business can only be conducted if a quorum is present. A quorum shall consist of delegates or alternates representing eight (8) schools.

C. Meetings shall be conducted under Robert's Rules of Order of parliamentary procedure.

D. A representative from Dade County government, the League of Women Voters, Third Century USA or the Dade County Public Schools must be present at every meeting.

ARTICLE VII: ELECTIONS

A. Elections shall take place every May unless the current committee members feel it should be put off until sometime in the summer or the fall.

B. Nominations shall be taken from the floor.

C. Officers are determined by a simple majority of those voting.

D. Elections shall be considered official if a quorum is present.

ARTICLE VIII: AMENDMENTS

A. Amendments can be presented at any committee meeting.

B. Amendments shall be passed by a two-thirds majority of those voting.

C. Amendments can only be voted on if there is a quorum present.

APPLICATION FORM FOR YOUTH FOCUS ON GOVERNMENT INTERNSHIPS

1. NAME _____

2. ADDRESS _____ Zip _____

3. HOME PHONE _____ ALTERNATE PHONE _____

4. SCHOOL AND ADDRESS _____

_____

5. GRADE _____ HOME ROOM _____

6. SOCIAL STUDIES TEACHER _____

EMERGENCY CONTACT INFORMATION--

7. NAME OF NEXT OF KIN _____

8. ADDRESS _____ PHONE _____

---

9. YOU MUST PROVIDE YOUR OWN TRANSPORTATION TO AND FROM YOUR PLACEMENT. DO YOU HAVE A CAR AT YOUR DISPOSAL? IF NOT, IS THERE OTHER TRANSPORTATION READILY AVAILABLE FOR YOU TO USE TO REACH YOUR PLACEMENT? _____

_____

10. ARE YOU APPLYING FOR AN INTERNSHIP FOR? CREDIT _____ AUDIT _____

11. WHICH PROGRAM DO YOU PREFER? INTERNSHIP _____ OVERVIEW _____

12. LIST THREE INTERNSHIP PLACEMENTS YOU REQUEST IN ORDER OF PREFERENCE:

A. _____

B. _____

C. _____

13. YOU ARE REQUIRED TO REPORT FOR A MINIMUM OF FIVE HOURS PER WEEK TO YOUR PLACEMENT. LIST WHAT DAYS/TIMES YOU WOULD PREFER _____

_____

_____

14. ON A SEPARATE SHEET, IN ESSAY FORM, WRITE WHAT ABILITIES, MOTIVATIONS AND INTERESTS YOU HAVE THAT YOU FEEL QUALIFY YOU FOR THE PLACEMENT YOU CHOSE.

(Please note--your application cannot be processed without above) OVER--

Student's Signature

Social Studies Teacher's Signature

Parent's Signature

Principal's Signature

FOR COUNTY MANAGER'S OFFICE USE ONLY--

_____ of _____

Senior High School has completed the Youth Focus on Government Internship/Overview Program. He/she has completed _____ hours successfully.

Coordinator of Youth Focus on Government Program

INDEMNIFICATION CLAUSE FOR THE GUARDIAN/KIN SIGNATURE

It is agreed that I, _____,
the guardian parent of _____,
shall release from liability and hold harmless Metropolitan Dade County and its agencies from any claim arising out of my youth's activities undertaken in connection with the Youth Focus on Government Internship and OVERVIEW STUDY and to defend the county in any litigation arising out of said activities.

It is also understood that my youth, working in this program for school credit or for audit and not for monetary renumeration, is not covered by Workman's Compensation. If I desire such coverage, I must purchase my own Health and Accident Insurance.

_____	_____	_____
Witness	Guardian Signature	Date